



Supervisory Consultation Points

Administrative Memo – 01/15/02

Consultation is important to assure the consistent application of Department Policy and to assure that as many factors and ramifications as possible are considered when critical decisions are made.

The Protection and Safety Supervisor has the responsibility to call to the attention of and redirect the worker regarding any decision made on any case which is not consistent with the following criteria:

- The best interests of the child;
- Department policy and practice;
- Current court orders or established protocol;
- The case plan; and
- The safety of the community.



Supervisory Consultation will occur in the following circumstances:

1. When a referral is accepted for assignment.
2. When a referral is NOT accepted for assignment. *(Not currently in Policy, but is considered best practice.)*
3. When making a finding on the initial assessment and determining the Department's response.
4. When considering removal of a child from the home.
5. When considering separation of siblings.
6. When considering initiating court action.
7. When considering returning a child to the home.
8. When considering moving a child to a new placement. *(Not currently in Policy, but is considered best practice.)*
9. When developing the family assessment, case plan, and court report. *(Not currently in Policy, but is considered best practice.)*
10. When developing a case plan and determining decision-making for a child with more than one adjudication.
11. When requesting a variance to an existing policy.
12. When changing the permanency objective on a case plan.
13. When recommending a relinquishment.
14. When taking a relinquishment of parental rights.
15. When periodically reviewing case status.
16. When a worker suspects or receives new allegations of abuse or neglect.
17. When a bed is being held for a child beyond 30 days.
18. When considering closing a case.
19. When considering taking away a child's liberty.
20. When determining classification for Juvenile Offenders.
21. When placing a child into a foster or adoptive home, group home, or residential facility located in another Service Area.
22. When placing a child into a restrictive placement such as a hospital, YRTC, detention center, treatment facility, or out-of-state.
23. When deciding on placement of a child in an adoptive home.
24. When considering removing a child from an adoptive placement.

January 15, 2002

To: Protection and Safety Staff

From: Dawn Swanson, Administrator, Protection and Safety Division
Chris Hanus, Deputy Administrator, Protection and Safety Division

RE: Use and Recording of Consultation Points

Attached is a list of consultation points that are required or recommended as best practice. It's suggested that Protection and Safety Workers and Supervisors post the list and use it for easy reference as decisions are being made and consultations with Supervisors are occurring. (Staff wanting to refer to policy can find this information in 390 NAC 2-001, pp. 2-1 and 2-2; 390 NAC 4-002.03, p 4-2; and 390 NAC 5-001, pp. 5-2 to 5-4.)

Questions have arisen regarding documenting that required consultation has occurred.

Assuring that consultation with the Supervisor has occurred for required Decision Points is the responsibility of both the Worker and the Supervisor. The Worker is expected to seek out the Supervisor when these critical decisions are being made. On the other hand, the Supervisor is expected to regularly review cases with the Worker and should assure that consultation is asked for prior to the decisions being made. Based on those facts, it is the responsibility of both Worker and Supervisor to document that consultation has occurred.

Beginning immediately, the following procedure must be used to assure that consultations are documented and that the documentation is accessible on NFOCUS.

1. The Worker shall document the consultation in the Consultation Point section of Narrative, including date of consultation, subject matter of the decision, and how the decision was made (information on which it was based). This worker will leave this information in "Draft."
2. After reviewing the Worker's entry, the Supervisor shall finalize it. If the Supervisor disagrees with the contents, he or she is responsible for contacting the Worker to determine what changes will be made.

If you have questions about entry of this information on NFOCUS, please contact Sherri Haber, (402-471-7989).